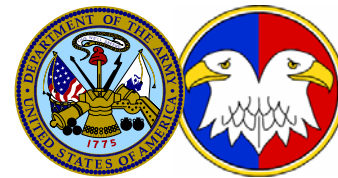




CASH COLLECTIONS

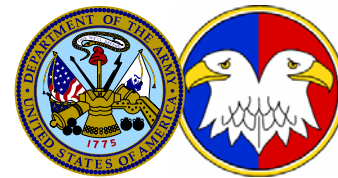


DD Form 1544, Cash Meal Payment Book/Sheet

CW2 Richard A. Lawrence



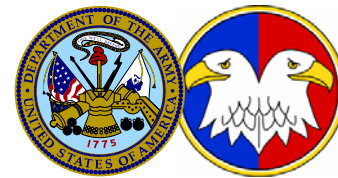
Purpose



- **Discuss Control of Cash Meal Payment Books/Sheets**
- **Discuss Cash Collection Turn-In procedures**
- **Answer questions**



DD Form 1544, Cash Meal Payment Book/Sheet



- Reference, paragraph 3-27, AR 30-22, The Army Food Program, & paragraphs 3-27 – 3-38, DA PAM 30-22, Operating Procedures for the Army Food Program
 - Cash Meal Payment Books/Sheets:
 - Accountable Forms
 - Used to record the cash payment for Government furnished meals sold to authorized personnel
 - Sheets are issued in pre-numbered covered books consisting of fifty (50) individuals sheets

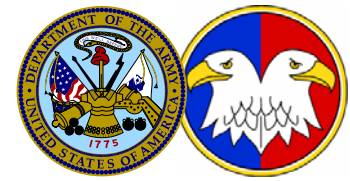
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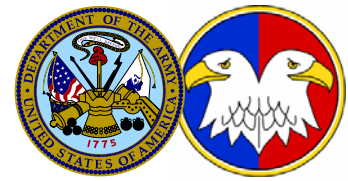
DD Form 1544, Cash Meal Payment Book/Sheet contd



- **Safeguarding the DD Form 1544 and Cash**
 - All DD Forms 1544 and cash will be accounted for at all times
 - Properly stored in a safe or field safe that is properly secured to an immovable object
 - Funds collected from the sale of meals will be safeguarded IAW DOD 7000.14-R, volume 5
 - Loss or misappropriation of cash or sheets will require an investigation under the provisions of AR 15-6 and AR 735-5



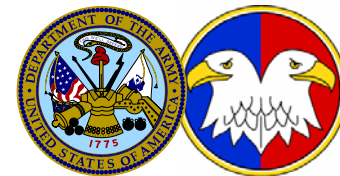
DD Form 1544, Cash Meal Payment Book/Sheet contd



- **Appointment of Cash Control Officer**
 - **RRC/DRC/DIV or State Level or MACOM Commander will appoint in writing**
 - **Primary Cash Control Officer (CCO)**
 - **Alternate Cash Control Officer (CCO)**
 - **RRC/DRC/DIV or State Level or MACOM Cash Control Officer (CCO) is responsible for**
 - **Requisitioning and receiving DD Form 1544 books from their RRC/DRC/DIV publications officer**
 - **Maintain accountability for the DD Form 1544 books by a register (book or memorandum)**



DD Form 1544, Cash Meal Payment Book/Sheet contd



- Register will be maintained as follows:
 - The register will contain the DD Form 1544 book serial numbers
 - Cash collection sheet numbers in the book
 - Date of receipt from the publications officer
 - Date of issue to an authorized unit
 - Date of return of the completed book
 - Register is maintained on a fiscal year basis and disposed of IAW the Army Record Information Management System (ARIMS)
 - Register reflects current fiscal year information (books on hand to be used and data for books issued)

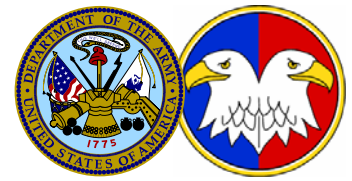
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DD Form 1544, Cash Meal Payment Book/Sheet contd



- ARIMS file folder will be maintained in serial number sequence for **each accountable book**
- The folder will contain all pertinent information:
 - Receipts
 - Copies of verifications
 - Copies of revalidations
 - Investigation results, reports of surveys (if applicable)
 - Copies of findings from Annual Reviews

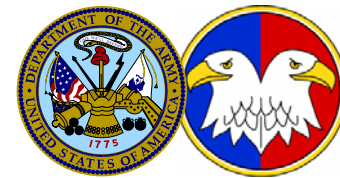
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DD Form 1544, Cash Meal Payment Book/Sheet contd



- **Issue of DD Form 1544 Book**
 - **RRC/DRC/DIV or State Level or MACOM Cash Control Officer (CCO) will issue to authorized units, (complete books, no lower than battalion level) upon written request, using the transfer control form that is included in the book. Receiver of book must be on appointed orders, and have a DA Form 1687, Delegation of Authority for Supplies on hand prior to signing for the book.**
 - **The CCO will complete sections I and II of the DD Form 1544 – Transfer Control and the Transfer Control and receipt No. 1**

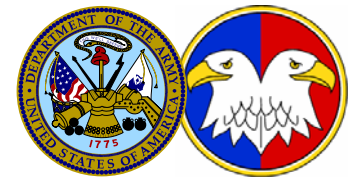
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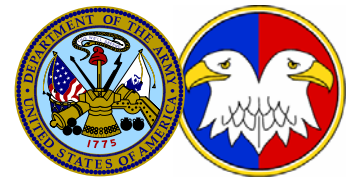
DD Form 1544, Cash Meal Payment Book/Sheet contd



- Transmittal of records:
 - **Certified Mail** will be used for the transmittal of DD Form 1544 Cash Meal Payment Books or individual sheets, when the issue is accomplished by US mail.
 - Cash Control Officers will issue DD Forms 1544 (book or sheets) by using a DA Form 410 (Receipt for Accountable Form) when issuing sheets by US mail. Upon receipt, the acknowledgement portion of DA Form 410 will be completed by the unit and the original signed copy returned to the issuing cash control officer.



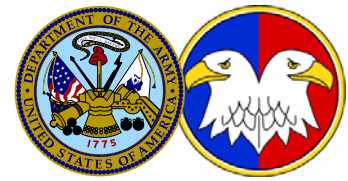
DD Form 1544, Cash Meal Payment Book/Sheet contd



- **Audit of DD Form 1544 and Cash**
 - **Except for contract operated dining facilities, the next higher headquarters will appoint, in writing, an individual (E-5 or above) to conduct the audit. Cannot be the food advisor or a member of his/her staff.**
 - **A letter (memorandum) report of findings will be prepared and submitted to the appointing headquarters for appropriate action. A copy of the report will be retained in the dining facility food service records under 30-22a.**



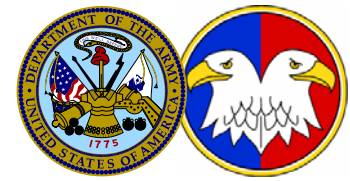
DD Form 1544, Cash Meal Payment Book/Sheet contd



- **As a minimum the letter report will contain the following information:**
 - **The name/rank of the DD Form 1544 control officer**
 - **The serial number of the DD Form 1544 on hand**
 - **The sheet number(s) that have been turned in (money order) and the number verified by DFAS for each book on hand**
 - **The sheet number(s) of unused cash sheets remaining with each of the DD Form 1544 books on hand**
 - **The sheet numbers that have been issued to the dining facility**



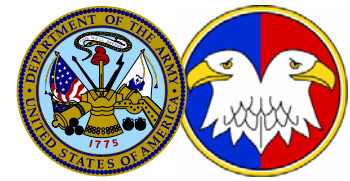
DD Form 1544, Cash Meal Payment Book/Sheet contd



- The sheet number actually in use in the dining facility
- The sheet numbers that are awaiting turn-in by the individual responsible for maintaining the book
- The dollar value of funds recorded on the cash sheets in use at the dining facility
- The dollar value of funds on hand at the dining facility
- The dollar value of any cash over or shortage



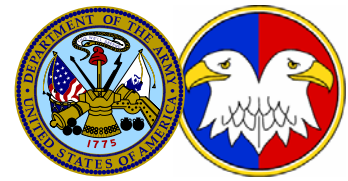
DD Form 1544, Cash Meal Payment Book/Sheet contd



- **Annual Validations**
 - Annual revalidation is essential to maintaining an audit trail on each accountable DD Form 1544 book
 - A memorandum for each validation will be prepared with the following information:
 - DD Form 1544 book serial number
 - Date of issue
 - Number of unused sheets on hand and the
 - Number of sheets accounted for having a “paid copy” DD Form 1131, Cash Collection Voucher with DFAS voucher number



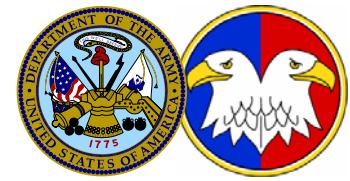
DD Form 1544, Cash Meal Payment Book/Sheet contd



- Any missing sheets, a copy of the AR 15-6 investigation will also be provided
- The Cash Control officer (CCO) will maintain the validation memorandum on file until book(s) are turned in
- The unit audit or review report will reflect that the DD Form 1544 book(s) were validated
- Copy of memorandum will be provided to the unit and maintained on file with the DD Form 1544 book(s)
- **Annually, any book that has been outstanding for 3 years will be turned in to the RRC/DRC/DIV or State Level or MACOM Cash Control Officer (CCO) regardless of the number of unused sheets remaining in the book**



DD Form 1544, Cash Meal Payment Book/Sheet contd



- **Change of Food Service Officer**
 - **Whenever there is a change in Food Service Officers the following will be conducted:**
 - **Unit Commander will authorize a new FSO on DA Form 1687 for the request, receipt, and control of the DD Form 1544**
 - **DA Form 3161, Request for Issue Turn-In in four copies will include the serial number of DD Form 1544 sheets on hand (used and unused)**
 - **This procedure transfers responsibility for the sheets to the new FSO**
 - **One copy will be retained with DD Form 1544 book, copy to the outgoing FSO, copy to incoming FSO, and copy to RRC/DRC/DIV or State Level or MACOM Cash Control Officer (CCO)**

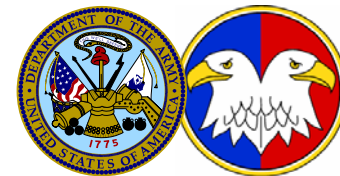
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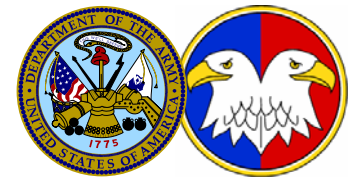
DD Form 1544, Cash Meal Payment Book/Sheet contd



- **Turn – In Procedures for DD Form 1544 (Book)**
 - **Units with books will turn – in DD Form 1544 book to the RRC/DRC/DIV or State Level or MACOM Cash Control Officer (CCO) when:**
 - **All sheets in the book have been used and the funds have been verified by DFAS-IN**
 - **No later than (3) years from the issue date**
 - RRC/DRC/DIV or State Level or MACOM Cash Control Officer (CCO) will:**
 - **Verify all sheets are accounted for, DD Form 1131 is attached along w/DFAS copy, and Section III of the book has been completed**
 - **Complete the next transfer control and receipt in the manner prescribed and give it to the individual making the turn –in**
- **The register will be posted with the date that the book is returned. Book will then be filed subject to audit and retained & disposed IAW ARIMS**



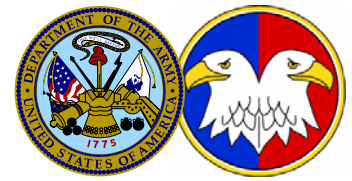
DD Form 1544, Cash Meal Payment Book/Sheet contd



- **DD Form 1544, Cash Meal Payment Sheet**
 - **A controlled form used to record cash collected from individuals who are required to reimburse the Government for meals consumed.**
 - **It will be used when catered meals are served at the Reserve Center or MRE's are served to Soldiers required to pay.**
 - **Cash collection procedures for meals are outlined in detail in paragraph 3-27, DA PAM 30-22**



MEAL RATES



- The following rates to be charged for meals at appropriated fund dining facilities set by the office Under Secretary of Defense (Comptroller),
effective 1 January 2006 for FY 06:

MEAL	STANDARD MEAL RATE	DISCOUNT RATE
• Breakfast	\$1.95	\$1.60
• Lunch	\$3.55	\$3.05
• Dinner	\$3.55	\$3.05
• Holiday	\$5.90	\$5.00

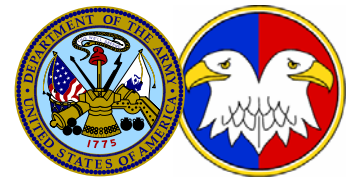
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STANDARD RATE



- STANDARD MEAL RATE:

- (1) All officers and enlisted members receiving an allowance for subsistence and who are not in a duty status which authorizes payment of the discount rate.
- (2) Officers of the reserve component and enlisted active guard reserve personnel will pay the standard rate during inactive duty and active duty for training.
- (3) The standard rate applies to federal civilian employees receiving the subsistence portion of per diem and all other personnel authorized to eat in DOD appropriated fund dining facilities.

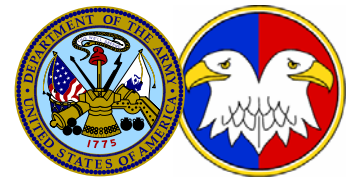
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DISCOUNT RATE



- DISCOUNT RATE:

(1) Officers and federal civilian employees who are not receiving the meal portion of per diem and who are either:

(a) Performing duty on a U.S. Government vessel; this does not include IDT drills.

(b) **On field duty** or temporary field assignment.

(c) In a group travel status, or

(d) Included in essential unit messing (EUM) as defined in the JFTR, Volume 1

(2) Enlisted members are not entitled to the meal portion of per diem, nor a monetary allowance for subsistence, when on field duty, sea duty, group travel, or EUM.

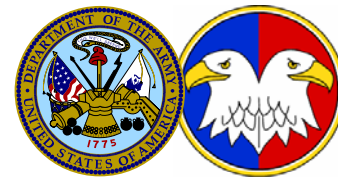
Therefore, meals should be furnished at no cost to those enlisted members, and as a result, there is no reimbursable rate for enlisted members when on field duty, sea duty, group travel, or EUM (Title 37, U.S.C., Sections 402 and 404, and E.O

11157).

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DISCOUNT RATE CONTINUES

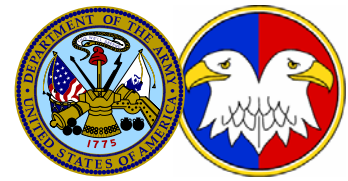


- (3) Officers, enlisted members and federal civilian employees who are not receiving the meal portion of per diem, and who are on a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations.
- (4) Officers, enlisted members and federal employees on Joint Task Force operations other than training at temporary U.S. Installations, or using temporary dining facilities.
- (5) Members of organized nonprofit youth groups, sponsored at either the national or local level and permitted to eat in an appropriated fund dining facility by the installation Commander.
- (6) **Spouses and other dependents of enlisted personnel in grades E-1 through E-4.**

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DD FORM 1544



CASH MEAL PAYMENT SHEET										1234567	
To be completed when the government is to be reimbursed for meals furnished											
ORGANIZATION OR DINING FACILITY								INCLUSIVE DATES COVERED			
Co A, 236th BN, QM BDE, Fort Lee Va.								FROM		THROUGH	
								30-Jan-02		31-Jan-02	
FOOD CHARGES				SURCHARGES (S/C)				PER DIEM SURCHARGE			
B	L	D		B	L	D		B	L	D	
\$1.60	\$3.25	\$3.25									
BR	DB	Other		BR	DB	Other		BR	DB	Other	
\$3.65	\$4.45										
GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE			
		B	L	D	S/C			B	L	D	S/C
SFC	Harold Donning	\$					BALANCE BROUGHT FORWARD	\$			
		1.60						12.80	16.25	6.50	
CPT	James J. Johnson	1.60				31-Jan-2002	Bobby W. Brandy	SGT			
LT	Tally Fanka	1.60				MAJ	Thomas C. Ballard		3.25		
LTC	Frank J. Smith	1.60				LT	Susan M. Reading		3.25		
30-Jan-2002	Harold J. Tifford	SGT				SFC	William R. Tyree		3.25		
CIV	Gorddall Kopper		3.25			SFC	Sharon A. Tyree		3.25		
CW5	James Hill		3.25			31-Jan-2002	Bobby W. Brandy	SGT			
CM	Kimberly Williams		3.25			SGM	Mary Jone			3.25	
SGT	Joe B. Kully		3.25			DFA	Roger Polk			3.25	
COL	Willie B. Jones		3.25			SFC	Timothy Drey			32.50	
30-Jan-2002	Harold J. Tifford	SGT				31-Jan-2002	Bobby W. Brandy	SGT			
MAJ	Edward Lane			3.25							
CPT	thomas tgly			3.25							
30-Jan-2002	Harold J. Tifford	SGT									
SFC	Tharon Smithe	1.60					TOTAL	\$	\$	\$	\$
								12.80	29.25	45.50	
SSG	Earge Flower	1.60					TOTAL CHARGES	\$	Food	\$	S/C
								\$87.55			
MSG	Roderick Piggott	1.60					CASH OVER (SHORT)				
								-\$0.05			
SGM	Roger Marsdy	1.60					CASH TURNED IN				
								\$87.50			
	TOTAL	\$	\$	\$	\$		REMARKS				
		12.80	16.25	6.50			Line # 16 1 MRE SOLD				
							Line # 27- One Line Entry for 10 Group Feeding Meals				
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER						SIGNATURE OF LAST OR ONLY HEADCOUNTER					
Jeffery R. Proffitt CPT						Bobby W. Brandy SGT					

SHEET 1

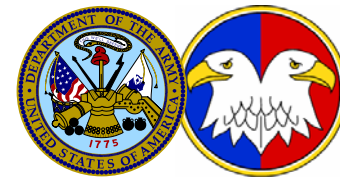
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Instructions for Preparing DD Form 1544, CMPS



- **Organization:** FOS will enter complete unit designation
- **From:** FOS will enter the starting date that the form is used to collect cash for meals sold
- **Through:** FOS will enter the date that the form is completed (all lines used) or closed out as directed by Note 2
- **Food Charges:** FOS will enter applicable prices to be collected by the headcounter. 99% of time Standard Meal Rate will be charged
- **Surcharges:** Leave blank
- **Per Diem Surcharges:** Leave blank
- **Grade:** Diner will enter appropriate abbreviated rank, for example, military = W4, Civilian = CIV, Family Member = FM
- **Dollar Value:** Diner will enter in the appropriate column (B, L, D) the amount being paid for the meal being consumed. The S/C column will not be used
- **Total:** The left side blocks (B, L, D) will be completed when the left side of the form has been filled. The balance from the left side is brought over and entered in the “**Balance Brought Forward**” block on the top right side of the form. The right side total blocks will be completed when the entire form has been filled or when the unused portion is lined out.
- **Total Charges:** FOS will enter the total dollar amount collected for the meals documented on the form
- **Cash Over (Short):** The difference between the amounts collected on the DD Form 1544 and the monies turned in by the headcounter. Shortages will be shown in parenthesis ().
- **Cash Turned In:** Enter the total amount, plus overages or minus shortages, to be turned in to DFAS
- **Remarks:** Enter data that will clarify transactions regarding the collection of cash, such as the number of operational rations sold, one – line entries, or cash shortages. **If more space is required, use the reverse side of the cash meal payment sheet to fully explain.**
- **Signature and Rank of Unit Commander or Food Service Officer:** The officer will authenticate the sheet prior to the sheet be issued to the dining facility
- **Signature and Rank of Last or Only Headcounter:** Since this form is to be used until completed, this block will only be signed by the headcounter making final collections for that sheet
- **Notes:** See next slide

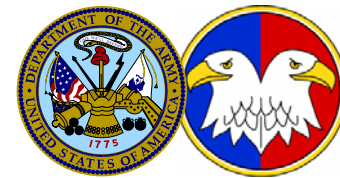
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Instructions for Preparing DD Form 1544, CMPS, contd

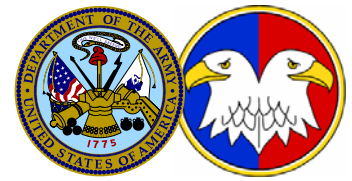


- **Notes:**
- 1. At the conclusion of each meal, the headcounter will close the form for that meal on the next unused line by entering the date, payroll signature, and rank
- 2. At the end of the accounting period (once a quarter, at the end of the fiscal year, and when ever there is a change in food service officers), all unused lines will be closed out by a line drawn from the top left corner to the bottom right corner, marked **Not Used**, and signed by the unit commander or food service officer. **See**
- 3. The final headcounter will total up the various columns and close out the form
- 4. The **FOS must develop** a headcount SOP to provide guidance for handling any situation where the diner is to be charged other than the standard meal rate. The headcounter must refer to the SOP for guidance.
- 5. A separate DD Form 1544 will be used when Brunch/Supper menus are being served. The brunch meal rate will be entered in the lunch column; the supper meal rate will be entered in the dinner column.

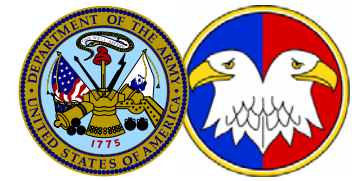
Figure 3-10, (page 42), DA PAM 30-22



DD Form 1544, Cash Meal Payment Book/Sheet contd



- **DD Form 1544, Cash Meal Payment Sheet will be issued to Headcounter using DA Form 3546-R, Control Record For Dining Facility - DD Form 1544.**
- **DA Form 3546-R is used to control the DD Form 1544, CMPS between the Food Operations Sergeant and Headcounter.**

[illegible]

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Sample DA Form 3546-R



M	TAB	TAB	TAB	TAB	TAB	TAB	TAB	TAB
CONTROL RECORD FOR DINING FACILITY - DD FORM 1544 For use of this form see AR 30-1; the proponent agency is DCSLOG								
UNIT HQ, USARC, 1401 Deshler St SW, Ft McPherson, GA 30330-2000						SERIAL NO. 1234567		
SHEET NO	ISSUED TO				RECEIVED BY			
	SIGNATURE	ORGANIZATION	Change Fund	Date Issued	Date Received	TURNED IN (+)(-) Cash		SIGNATURE
13	SGT Omar Bradley	HQ, USARC	6.50	13Dec	13Dec		13.00	SFC George S. Patton
[Hatched Area]								

DA FORM 3546-R, JAN 77

EDITION OF 1 OCT 69 IS OBSOLETE

USAPPC V1.00

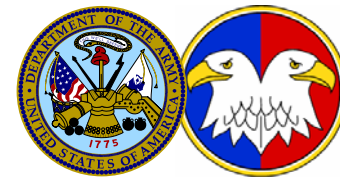
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Instructions for Preparing DA Form 3546-R



- **Unit:** FOS will enter unit designation
- **Serial Number:** FOS will enter serial book number located in upper right corner of cash sheet
Remember, a new DA Form 3546-R must be started when the serial book number changes
- **Sheet No.:** FOS will enter cash sheet number
- **Issued To:** Headcounter to whom the sheet is being issued will enter their rank and signature
- **Organization:** Enter the organization to which the individual (headcounter who was issued sheet)
- **Change Fund:** Enter the amount of cash included with the cash sheet as a change fund
- **Date Issued:** FOS will enter the date that the headcounter was given the sheet
- **Date Received:** FOS will enter the date he/she received the cash sheet back at the conclusion of the meal
- **Turned In:** FOS will enter the amount of cash received from meals sold during the appropriate serving period to include any cash overages (+) or shortages (-)
- **Signature:** FOS receiving the cash will enter their rank and signature
- **Note:** The data entered in sections Turned In and Signature above should be completed in the presence of the headcounter and prior to the headcounter being released from duty

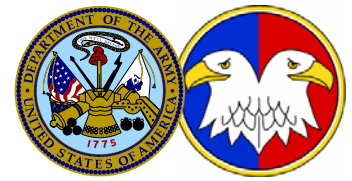
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Cash Turn - In



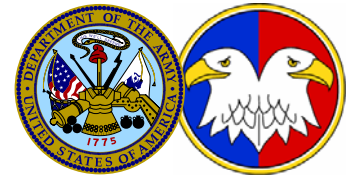
- **References:**

- Paragraphs 3-29, DA PAM 30-22, Operating Procedures for the Army Food Program
- **Memorandum, HQ, USARC, AFRC-LGT-S, 21 Sep 05, Subject: Cash Collection Turn – In Procedures for DD Form 1131, Cash Collection Voucher (USAR Only)**
- **When is cash turned in to DFAS-IN?**
 - Once a quarter or
 - Once every 6 months if unit collects less than \$50.00 per quarter
 - Funds on hand reach \$500.00
 - Within 5 work days after the close of the fiscal year
 - Whenever there is a change of food service officers (FSOs)
 - Whenever the each DD Form 1544 is completed

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Sample DD Form 1131



CASH COLLECTION VOUCHER				DISBURSING OFFICE COLLECTION VOUCHER NO. 1. Leave Blank, DFAS assigns Voucher Number	
				RECEIVING OFFICE COLLECTION VOUCHER NO. 2. Unit assigned tracking number	
ACTIVITY (Name and location) (Include ZIP Code) 3. Enter Unit, address & complete zip code of unit turning in funds					
RECEIVED AND FORWARDED BY (Printed name, title and signature) 4. Enter Name, title and signature of officer forwarding funds to DFAS				DATE 5. See Instructions	
ACTIVITY (Name and location) (Include ZIP Code) 6. Enter DFAS-IN, Stop 101, 8899 East 56th Street, Indianapolis, IN 46249-3400					
DISBURSING OFFICER (Printed name, title and signature) 7. NICK MADDEN DISBURSING OFFICER				DISBURSING STATION SYMBOL NO. 8. Enter 5570	
				DATE RECEIVED SUBJECT TO COLLECTION 9. Leave Blank	
PERIOD: FROM 10. See Instrns TO 10. See Instrns					
DATE REC'D 11	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION	
12.	13. Enter: garrison or Field 15. Enter: Operating & Maintenance, Army Reserve (OMAR) 17. Enter: Cash Meal Payment Sheet Number(s) _____ 18. Enter: Cash Meal Payment Book Number. Remember, only sheets from the same book can be turned in	14. Enter: Food Cost (This is Standard or Discount Meal Rate) Allotment 100% RPA 16. Enter: Meal Operating Cost 100% OMAR QLOG F-Account 19. Enter: Deduct cost of money order when applicable		Enter: Complete accounting classification to be credited. See Cash Collection Memo dtd 21 Sep 05 Enter: Complete accounting classification to be credited. See OMAR QLOG F Acc. See Cash Collection Memo	
TOTAL					

DD FORM 1131, APR 57

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

USAPPCV3.10

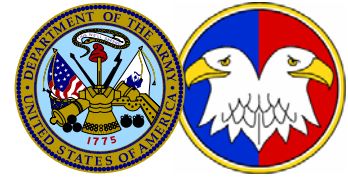
12 March 2006

The Army Reserve – Training Soldiers and Growing Leaders

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Sample DD Form 1131



CASH COLLECTION VOUCHER			DISBURSING OFFICE COLLECTION VOUCHER NO. 1. Leave Blank, DFAS assigns Voucher Number	
			RECEIVING OFFICE COLLECTION VOUCHER NO. 2. Unit assigned tracking number	
ACTIVITY (Name and location) (Include ZIP Code) 3. Enter Unit, address & complete zip code of unit turning in funds				
RECEIVED AND FORWARDED BY (Printed name, title and signature) 4. Enter Name, title and signature of officer forwarding funds to DFAS			DATE 5. See Instructions	
ACTIVITY (Name and location) (Include ZIP Code) 6. Enter DFAS-IN, Stop 101, 8899 East 56th Street, Indianapolis, IN 46249-3400				
DISBURSING OFFICER (Printed name, title and signature) 7. NICK MADDEN DISBURSING OFFICER			DISBURSING STATION SYMBOL NO. 8. Enter 5570	DATE RECEIVED SUBJECT TO COLLECTION 9. Leave Blank
PERIOD: FROM 10. See Instrns TO 10. See Instrns				
DATE REC'D 11	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
12.	13. Enter: garrison or Field	14. Enter: Food Cost (This is Standard or Discount Meal Rate) Allotment 100% RPA		Enter: Complete accounting classification to be credited. See Cash Collection Memo dtd 21 Sep 05
	15. Enter: Operating & Maintenance, Army Reserve (OMAR)	16. Enter: Meal Operating Cost 100% OMAR QLOG F-Account		Enter: Complete accounting classification to be credited. See OMAR QLOG F Acc. See Cash Collection Memo

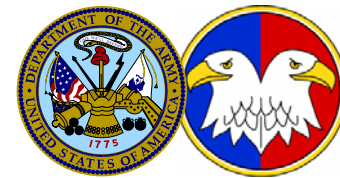
12 March 2006

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Sample DD Form 1131



Enter: Cash meal Payment Sheet
Number(s) _ _ _ _ _

Enter: Cash Meal Payment Book
Serial Number. **Remember**, only
sheets from the same book can be

turned in on the same 1131

Enter: Deduct cost of money
when applicable

TOTAL

DD FORM 1131, APR 57

REPLACES DD FORM 1131, 1 APR 56, WHICH IS OBSOLETE

USAFPCV3.10

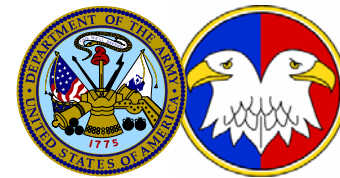
12 March 2006

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Instructions for Preparing DD Form 1131, Cash Collection Voucher



Follow instructions after each number as shown on sample copy of DD Form 1131, Cash Collection Voucher.

1. Leave blank, number is assigned by the DFAS-IN Collections Department CDC.
2. Unit making turn-in will assign tracking number(s). Utilize sequential numbers, with the first DD Form 1131 for the fiscal year beginning with XX-001, **Replace XX with 05**, (i.e. 05-001, 05-002, 05-003, etc.) The sequencing numbers will be maintained throughout the fiscal year.
3. Enter unit, complete address and zip code.
4. Enter the name, title and signature of officer forwarding the funds to the DFAS-IN.
5. Enter the date the funds are being forwarded to DFAS-IN.
6. Enter DFAS-IN, Stop 101, 8899th East 56th Street, Indianapolis, IN 46249-3400.
7. Enter Nick Madden, Disbursing Officer.
8. Enter 5570.
9. Leave blank.
10. Enter dates monies were collected from DD Form 1544, Cash Meal Payment Sheet.
11. & 12. Directly under the "DATE REC'D enter the year of the transaction. In the column below enter the day and month of the transaction.
13. Enter Garrison or Field
14. Enter Food Cost, amount of monies collected and complete accounting classification to be credited. (See open allotment at Encl 2).
15. Enter Operation & Maintenance, Army Reserves (OMAR).
16. Enter Meal Operating Cost, monies collected and complete accounting classification to be credited. (See OMAR QLOG F-Account at Encl 2)
17. & 18. Enter Cash Meal Payment Sheet Number(s) _____. Enter Cash Meal Payment Book Number _____.
19. Enter Deduct cost of money order (when applicable).

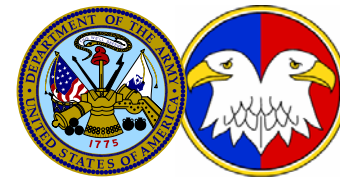
12 March 2006

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Instructions for Preparing DD Form 1131, Cash Collection Voucher



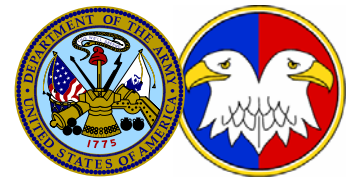
1. Leave blank, number is assigned by the DFAS-IN Collections Department CDC.
2. Unit making turn-in will assign tracking number(s).
Utilize sequential numbers, with the first DD Form 1131 for the fiscal year beginning with XX-001, Replace XX with 05, (i.e. 05-001, 05-002, 05-003, etc.)
The sequencing numbers will be maintained throughout the fiscal year.
3. Enter unit, complete address and zip code.
4. Enter the name, title and signature of officer forwarding the funds to the DFAS-IN.
5. Enter the date the funds are being forwarded to DFAS-IN.
6. Enter DFAS-IN, Stop 101, 8899th East 56th Street, Indianapolis, IN 46249-3400.
7. Enter Nick Madden, Disbursing Officer.
8. Enter 5570.
9. Leave blank.
10. Enter dates monies were collected from DD Form 1544,
11. & 12. Directly under the "DATE REC'D enter the year of the transaction. In the column below enter the day and month of the transaction
13. Enter Garrison or Field
14. Enter Food Cost, amount of monies collected and complete accounting classification to be credited. (See open allotment at Encl 2).
15. Enter Operation & Maintenance, Army Reserves (OMAR).
16. Enter Meal Operating Cost, monies collected and complete accounting classification to be credited. (See OMAR QLOG F-Account at Encl 2)
17. & 18. Enter Cash Meal Payment Sheet Number(s) _____
Enter Cash Meal Payment Book Number _____
19. Enter Deduct cost of money order (when applicable

Cash Meal Payment Sheet.

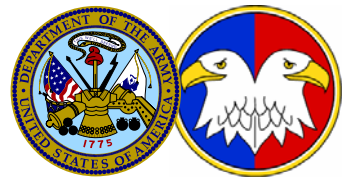
12 March 2006



REMEMBER



- All Cash Meal Sheets turned in using DD Form 1131 must consist of the same book serial number (Upper right corner of DD Form 1544)
- Don't Mail DD Form 1544, Cash Meal Sheets to DFAS
- Final Fiscal Turn In must be annotated on top of form : Final FY 06 Turn In”



Questions?